LoftyBiz 048 · Career Ladder Template v1

Companion to Pay, Bonuses and Career Paths That Keep Good People. Build a ladder with small, frequent steps, and bonuses tied to what each person controls.

These are examples, not promises. Example figures. General education, not financial, legal or tax advice. Results vary. Pay and bonus rules differ by country — check local labour law with an accountant or lawyer.

What this template is for

Write the levels for one role, the skill and the number that earns the next step, and bonus rules each person can actually move. Review often. A clear “not yet, here’s why” keeps people far better than silence.

How to use the spreadsheet

- Career ladder — yellow cells are for you to edit. Next review equals Last review + Review every (days).
- Bonus rules — type Monthly, Quarterly, Yearly, or Once, after 6 good months. Pays per year and estimated annual cost calculate automatically. A total sits at the bottom.
- Review log — Overdue? shows YES when the next review is before today and Outcome is still empty. The sheet counts how many are open.
- Put the same levels, criteria and review dates into Systex if you use it (loftybiz.net).

Worked example: a salon ladder (illustrative only)

Efua’s six levels, used in the video. Figures in USD or commission percentages. These are examples, not promises. Not a rate to copy.

Lv	Title	Pay or commission (example)	Skill unlocked	Number that earns the next step
1	Assistant	Training rate	Salon routines and checklist	Reliability at 30 days
2	Junior Stylist	35% commission	Support colour and blow-dry	Rebook rate and services completed
3	Stylist	40% commission	Colour	Rebook rate + one new skill passed
4	Senior Stylist	45% commission	Extensions	Rebook rate, services, one new skill
5	Master Stylist	50% commission	Bridal work	Consistent numbers + can train a junior
6	Salon Lead	Share of salon profit (not company shares)	Lead the floor and coach	Team results above a target you set

Worked example: bonus rules (illustrative only)

Diego’s plan, used in the video. These are examples, not promises. Not a scheme to copy.

Role	Metric they control	Target	Amount (example)	How often
Technician	Callback share + checklist complete	Callbacks under 3% and checklist complete	$120	Monthly
Team lead	Team profit above a target	Profit above the target you set	A share (example $400)	Monthly
Referral	A new hire they brought in who lasts	Completes 6 good months	$600	Once, after 6 good months

Your first move this week

- Write the levels for one role, from first day to most senior.
- Next to each level, write one skill and one number that earns the next step.
- Set your first review date within 90 days, and tell your team the plan.
- If you already pay a bonus: can each person name the number that earns it? If not, rewrite it.

- Put the levels, the criteria and the review dates into Systex.

Where owners slip up

- Raises six or twelve months apart, so progress feels invisible.
- Secret criteria, so every raise looks like favouritism.
- No skill growth, so a raise only adds cost without adding value.
- Bonuses on numbers people can’t influence, rules changed mid-year, or bonuses so small or so late that nobody remembers why.

Planned download URL (not confirmed live): https://loftybiz.net/free/career-ladder-template · Systex (our own product): https://loftybiz.net
The companion .xlsx (and Google Sheet) holds the live formulas: next review dates, estimated annual bonus cost, and overdue reviews.